



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: **November 2, 2004**

CLASSIFICATION: OFFICE SERVICES SUPERVISOR II
1 position, Permanent-Full/Time

FINAL FILING DATE: UNTIL FILLED

SALARY: \$2759-\$3355 per month

POSITION LOCATION: Program Support Section, 1515 K Street, Sacramento, CA 95814

DUTIES AND RESPONSIBILITIES – Under the general direction of the Office Services Manager I, the Office Services Supervisor II is responsible for providing supervision to staff within the Department's Sacramento Program Support Section (PSS). The Program Support Section is responsible for entering information on securities and franchise filings into the Department's central databases; assembling file documents, maintaining central files, reception and public counter area. Other duties may include corresponding to applicants to get corrections to their filings, retrieving files for review by the public or other members of the Department.

DESIRABLE QUALIFICATIONS

- Strong supervisory skills.
- Proficiency in training employees.
- Ability to plan and organize staff workload.
- Ability to work independently with minimal supervision.
- Service oriented with good interpersonal skills.
- Must provide courteous and reliable service.
- Good attendance record.
- Ability to communicate well both orally and in writing.
- Ability to develop and maintain a teamwork environment.

WHO MAY APPLY – EMPLOYEES CURRENTLY AT THE OFFICE SERVICES SUPERVISOR II LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further information regarding this position, please contact Marilyn Stevens at (916) 445-6273 or CALNET 8-485-6273. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#03-OMB004)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

#03-OMB004 jb

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.